eCHECK Help Document

1. PAYEE

Title – This is to be used by the document creator to uniquely identify a check requisition. This field is alpha-numeric.

Payment Type – This is used to indicate what type of payment is being request. The list of payment types is shown below.

Payee – This identifies the person or entity to which the payment is to be made. Click on the dropdown arrow ( )
 to either select a vendor or conduct a search to identify an existing vendor record for the payee. If the vendor does not exist, follow the instructions in the eCHECK Request User Guide to create a new vendor.

Payment Amount – This is the amount which will be paid out to the vendor or payee upon full approval.

Payment Types

Select the most appropriate payment type. Payment types are linked to object codes and/or account controls that are allowable. Payment types that may be selected are:

> **01. Dues/Membership/Licenses -** Used to pay dues and memberships to professional organizations, occupational licenses, and subscriptions to publications. Valid object codes for this payment type include:
> Valid object code is:
>
> > 3803 – Dues and memberships to professional organizations
> > 3804 – Dues and membership – civic/community organizations
> > 3720– Licenses – license fees
>
> **02. Honorarium-Non Resident Aliens** - Used to pay Non-UM employees who are Non Resident Aliens (foreign nationals) for a speaking engagement. An IRS form W-8BEN must be part of the documentary backup. A 30% rate of tax withholding applies, unless a tax treaty exemption can be claimed. An Individual Taxpayer Identification Number

(ITIN) or U.S. issued Social Security Number (SSN) is required in Part I, item 6 of the W-8BEN to claim any available exemption.
Valid <u>object code</u> is:

3104   Honoraria

03. Honorarium-US Nationals - Used to pay non-UM employees who are US citizens or residents for speaking engagements. This payment type is reportable on IRS Form1099 and requires a current IRS Form W-9 or a copy of the individual's social security card to be on file with the Controller's Office.
Valid <u>object code</u> is:

3104   Honoraria

07. Legal Settlement - Used to pay legal settlements including those for insurance and medical claims. Payments for legal settlements are reportable on IRS Form1099 and require a current IRS Form W-9 or a copy of the individual's social security card to be on file with the Controller's Office.
Valid <u>object code</u> is:

3816   Outside Attorney Fees
3820   Legal Settlements

Valid <u>account controls</u> are:

2691   Other current liabilities
2831   Reserves self insurance

10. Payroll Office – Restricted for use by the Payroll Office only to issue manual payroll checks and third party payments.
Valid <u>object codes</u> are:

2011   CFB-Faculty (SL)|Prepay.UG – Fall Semester (GL)
2015   CFB-ADM/Staff/Other
2018   CFB-Part time emp
2065   Med CFB-ADM/Staff/Other
2068   Med CFB P temp
2072   CFB UMMG payroll

Valid <u>account controls</u> are:

1321   AR-Other
1329   Salary Advances – Medical

2015	CFB- ADM/Staff/Other
2018	CFB-Part Time EMP
2065	MED CFB-ADM/Staff/Other
2068	MED CFB PT EMP
2072	CFB UMMG FAC Payroll
2201	W/H Tax Payable - FICA
2202	W/H Tax Payable – FICA - Medical
2203	FICA Tax adjustment
2204	FICA Tax Adjustment - Medical
2211	W/H Pay - Federal
2212	W/H Pay - Federal Medical
2213	W/H Tax Adjustment
2214	W/H Tax Adjustment - Medical
2221	W/H Tax 1042 Payroll
2222	W/H Tax 1042 Payroll Medical
2225	Student Tax 14%-1042
2226	Student Tax 14% - 1042 Medical
2231	W/H Tax 1042 DEGA
2232	W/H Tax 1042 DEGA-Medical
2291	Other withholdings
2296	Other withholdings-medical
2691	Other current liabilites

11. Petty Cash - Used to establish or replenish University approved petty cash funds. The Disbursements Office must receive and approve petty cash backup documentation including the research participants' spreadsheet if applicable before payment will be approved for processing.
Valid object codes are:

3218	Clerical Supplies
3219	Instruct. Supplies
3222	MOTORVEHBOATSUPP.
3223	Equipment Supplies
3225	Technical Supplies
3426	
3441	
3611	Employee Domestic Travel
3616	Student Travel
3619	Meetings-Subsistence
3624	Entertain-Foodbevrec
3625	Entertain-Other
3724	Orientation Expense
3749	Research participants - Meals
3750	Research participants - Transportation
3751	Research participants - Payments

3752   Research participants – Incidentals
        3808   Bank service charge

Restricted to Facilities **Only:**

        5510   Permits

Valid <u>account control</u> is:

        1131   Petty cash

13. Refund - To be used when a check is required as a result of the University's receipt of cash exceeding the amount due. Valid codes include revenue and GL account controls.

14. Registration – To be used when an authorized person must submit a fee prior to attendance at seminars, conferences or similar gatherings for approved University business purposes. The backup must be accompanied by a copy of the seminar/conference brochure. Payment of registration fees may be reportable on IRS Form 1099 and may require a current IRS Form W-9 or a copy of the individual's social security card to be on file with the Controller's Office. Valid object codes are:
Valid <u>object codes</u> are:

        3800   –   Hotel conference and seminars
        3801   –   Registration- conferences, seminars, etc

19. Replacement checks - Restricted for use by the Controller's and Payroll Offices for the replacement of DEGA, Accounts Payable and Payroll checks.

20. Research Subject Payments – Used to pay individuals for their participation in research studies. In addition to a fee, participants may also be paid an allowance for meals, transportation and other incidental expenses. Payment to research subject participants may be reportable on IRS Form 1099 and may require a current IRS Form W-9 or a copy of the individual's social security card to be on file with the Controller's Office.
Valid <u>object codes</u> are:

        3749   Research participants - Meals
        3750   Research participants - Transportation
        3751   Research participants - Payments
        3752   Research participants – Incidentals

21. Royalties – Used to pay employees or non-employees for royalties. Payment for royalty fees may be reportable on IRS Form 1099 and may require a current IRS Form W-9 or a copy of the individual's social security card to be on file with the Controller's Office.
Valid object codes are:

3556	Library Royalty Expense
3718	Royalty Distributions In-House

22. Student Awards/Prizes/Stipends – Used to pay students an academic award, prize or stipend. Payment of student awards/prizes/ stipends may be reportable on IRS Form 1099 and may require a current IRS Form W-9 or a copy of the individual's social security card to be on file with the Controller's Office. Awards, prizes and stipends that are conditioned on the student providing services **must** be paid via the DHRS/Payroll System.
Valid object codes (for all depts.) are:

3411	Academic Student Scholarship
3431	Graduate Assistant Scholarship
3441	Student Subsistence
3442	Fellowship/Stipends
3809	Awards & Prizes

Other codes as approved for specific departments:

Restricted Athletic Academic Scholarships

3414	Intercession Tuition – Athletes
3415	Summer School Fees – Athletes
3416	Summer Meals On-Campus
3417	Summer Meals Off-Campus
3418	Summer Housing On-Campus
3419	Summer Housing Off-Campus
3420	Summer Book Allowance

Athletic Scholarship

3421	Athletic Student Scholarship
3422	Training Table
3423	Summer School Scholarship – Athletes
3424	Weekend & Travel Allowance
3425	On-Campus Meals
3426	Off Campus Meals
3427	Athletic Fees Award
3428	Book Allowance

3429   Off-Campus Training Table

Athletic Assistantship

3432   Intercession – Books
3433   Intercession – Meals

24. Tax Payment – Restricted for use by the Controller's Office and/or the Payroll Office and is used to make tax payments to local, city, state or federal government agencies. Valid object code is:

3807   Taxes

Valid Account Controls are:

2151   Sales taxes pay.
2154   Federal excise tax payable

25. Travel Advance – Used to issue funds to a UM employee in advance of a UM business related travel event. Travel Advances are made available only in cases of:

    I.   Extended trips of more than fourteen (14) consecutive days

    II.   Travel to locations where the American Express card is not accepted

    III.   Foreign travel

    IV.   Travel outside the 48 contiguous states

    V.   Student travel

    VI.   Nonexempt staff travel

    VII.   Travel by those who have applied for, but not yet received their corporate charge card

    VIII. Unusual or special circumstances as approved by the Disbursements/Expenditure Control Office.

Travel advances may not be issued more than ten (10) working days before the approved travel and cannot be issued to American Express corporate cardholders whose accounts are in delinquent status. (See Travel Policy D015)
Valid object codes are:

1308	Temp Staff O/T (SL)	A/R Employees (GL)
3611	Employee Domestic Travel
3612	Employee Foreign Travel
3613	Non-employee Domestic Travel
3614	Game Transportation
3616	Student Travel

Valid <u>account control</u> is:

| 1308 | Temp Staff O/T (SL)|A/R Employees (GL) |

26. Travel Service Payments/Corporate Travel Reimbursements - Used to issue payment directly to a hotel or to a Travel Agency for airline tickets for **non-UM employees**. This payment type should also be used when reimbursing outside third party organizations and/or corporations for travel expenses incurred by non-UM employees conducting UM business.

Valid <u>object codes</u> are:

3611	Employee Domestic Travel
3612	Employee Foreign Travel
3613	Non-employee Domestic Travel
3614	Game Transportation
3615	Non-employee Foreign Travel
3616	Student Travel
3632	Recruit - Other Students
3633	Recruit - Employees
3634	Recruit – Other

Restricted to Athletics **Only:**

| 3631 | Recruit - Athletes |

32. Performer - Used to issue payment to a musician, band, or other performer who, for reasons approved by purchasing, cannot be vendorized. Also may be used by athletics only for payment to game officials, security, and game crews.

Valid <u>object codes</u> (for all areas) are:

3321	Purchases for resale
3625	Entertainment other
3811	Other outside services

Restricted to Athletics **Only:**

| 3631 | Recruit athletes |

3702	Game crews
3703	Game security
3704	Game guarantee expense
3705	Tournament expense
3706	Game officials
3707	Game management – miscellaneous

33. Employee Refunds – To be used when a check is required as a result of the University's receipt of cash from a UM employee exceeding the amount due, or when a credit is issued to an employee. Examples include a failed direct deposit check or a credit received for Wellness Center membership. Valid codes include revenue and GL account controls.

34. Short Term Disability Payments – Restricted for use by the Benefits Administration Office only to issue short term disability payments to employees on leave.
Valid <u>account controls</u> are:

2691	Other Current Liabilities
2694	Other Current Liabilities – Med School

35. Government & Institutional Payments – To be used in instances where payment to Government & Institutional entities require the payment of fees by check. Payments to the Department of Homeland Security will now be processed under this payment method. Valid <u>object codes</u> are:

3401	Study Abroad Tuition Diffr.
3453	TUIREM-DEP Under-Away
3628	Cost of Tables/Seats & ads for non UM event
3633	Recruit – employees
3634	Recruit – other
3720	Licenses
3723	Donations/Contributions
3756	Insurance Property
3799	Fines & Penalties
3801	Registration – CONF/Seminars
3803	Dues&Membership-Other
3804	Dues&Membership-Civic/Com Org
3807	Taxes
3815	Hospital & Physician outside services
3817	Professional Fees

Restricted to Facilities **Only:**

     5510   Permits

Restricted to Library **Only:**

3553	Library Electronic A.
3555	Library Document Del.
3556	Library Royalty Expense
3557	Interlibrary Loan De.
3558	Library Miscellaneous
3559	Library Material Rep.
3818	Publication Costs

Payment Amount – This is the amount the department has agreed to pay or is required to pay, and, with few exceptions will be the amount of the check. Exceptions include payments from which taxes must be withheld e.g. payments for services or honoraria to foreigners from which taxes must be withheld and Backup withholding taxes deducted from US nationals without a valid W-9 on file.

2. ACCOUNTING

Enter a valid 6-digit account number. Only accounts that have an electronic signature profile established in the UMeNET system may be used. If you receive an error message similar to "❗ Account required" after entering your account number, then an electronic signature profile has not been set up. In order to set up the profile, please complete a Disbursements Account Approval form found on the Accounts Payable website and e-mail the completed form to training.pd@miami.edu.
Electronic documents that have been submitted for processing will be routed to the appropriate persons for approval as defined in the electronic signature system prior to the issuance of a check.

Object codes and/or account controls are linked to payment types and may be restricted for use by specific departments and/or accounts. Only valid object codes and account controls may be used.

To split accounting between two or more account numbers or sub object codes, select the green 'Add' button and enter the desired account number and the appropriate object code. Repeat this process to add up to 15 additional accounting lines. The total amount charged to each account must equal the total amount of the check being requested.

3.   TAX INFORMATION

Taxpayer Identification Number – All eCHECKs requesting payments processed through the eCHECK request system, require a social security number, UM ID Number, or taxpayer identification number along with their permanent mailing address. The only payment types which do not require a social security number, UM ID number, or taxpayer identification number are 13: Refunds and 33: Employee Refunds. This must be accompanied by a completed IRS Form W-9 or a copy of the individual's social security card. This information is also required for payments to corporations for medical, health care and legal services. If the payment type/object code selected is subject to IRS 1099 reporting, the individual's, partnership's or the corporation's social security or tax identification number, is required. New 1099 reportable vendors and vendors for whom there is not a current W-9 on file will require review and approval by the Controller's Office. "Current" is defined as being submitted in the last 12 months. Here is a list of service payments that are allowed on an eCHECK: research study participant payments, one-time payment for band/musicians, student awards/prizes approved by Financial Aid, Central Administration payments (including those from Risk Management, Benefits Admin, Human Resources, and Controller's), and legal settlements approved by the General Counsel's Office. Please refer to the University of Miami Payment Matrix for further information.

Backup Withholding

When the Controller's Office is notified by the IRS that a vendor's name and tax identification number do not match, the backup withholding flag on the vendor record will be updated to deduct taxes from future payments. All future payments to the vendor will be reduced by the amount of the backup withholding tax rate applicable at the time the payment is being processed. The vendor must provide the Controller's Office with a valid IRS Form W-9 to end backup withholding from future payments.

4.   DELIVERY

Establishes how the check is to be distributed.

Postal Service Address

A valid postal service address is required for each payee. The address must be the same as that on the invoice, W-9 form or other supporting documentation.

Enclosures

Enclosures are documents to be mailed with the check. Examples include a remittance advice, invoice, a completed conference/seminar registration form, application form or a subscription order form. After selecting the "Yes" option, enclosures must be scanned and saved under a

document titled "ENCLOSURE". Check Distribution will print this scanned document and mail it out with the check, once it writes – See 'Attachment' later.

In the event the Payee needs the original enclosure to be sent along with the check (i.e. an original signature or raised seal required on a legal document), select "Yes" to Enclosure and enter a comment in the Comment section on the Summary page stating the original enclosure is being sent to Check Distribution. Once the eCHECK is submitted, print the Summary page by selecting "Print". Send the Summary page and original enclosure to Check Distribution, 129 Ashe Administration Building, Coral Gables Campus, Locator Code: 4613.

Note: Enclosures are not to be confused with backup documentation. Backup documentation includes original invoices, receipts or other vendor documents that supports the payment request that are to be filed with the Controller's Office for audit purposes for at least seven years. Enclosures are documents that must be mailed with the check

FedEx

If the 'FedEx' option is selected, you MUST submit a FedEx envelope with a completed FedEx air bill to Check Distribution accompanied by a printed Summary page. Failure to submit the FedEx envelope will result in a delay in the disposition of the check. Check Distribution is not responsible for providing a FedEx envelope.

Internal Distribution

It is University policy (D010E-Direct Expenditure Policy) that checks must be mailed directly to the payee. Internal Distribution is used only in cases where the check is issued to UM employees for travel advances, petty cash, and special or manual payroll checks. A check can be held for pickup at one of the three designated hold locations listed later.

VP approval for Internal Distribution

If payment types 10 – Payroll Office, 11 – Petty Cash, or 25 – Travel Advance are selected, VP approval is not required. All other instances where Internal Distribution is selected will require a valid business reason and the approval of both your Vice President and the Controller's Office. There are no exceptions.

Hold Location

Click on the drop down arrow and select one of the following:

1. CG Check Distribution – Ashe
2. RSMAS Business Office

3. Medical Finance Office

5. EXPLANATION OF REQUEST

Stub Information

Stub information must be completed. Include information which will be printed on the check stub such as, invoice number(s), subscriber name, customer number, account number or other information to assist the payee/vendor in applying the payment correctly.

Explanation of Request

Explanation of request must be completed. Provide a detailed explanation of the University business purpose for the expense. This explanation should include answers to who, what, why, when, and where of the payment.

6. INSTRUCTIONS

Provides instructions and approval requirements for processing each eCHECK Request.

- Scan and attach the supporting documentation to the eCheck request using the 'Add Attachment' button in the 'Summary Section'. Documents that have been scanned are to facilitate online approvals and must be (1) a valid document type [PDF is preferred], (2) legible, (3) complete, and (4) an accurate representation of the original documentation before final approval will be granted.

- Submitters must keep all original documentation until the eCheck is fully approved (in case there are concerns with the quality and completeness of the electronic images). Only after the eCheck has been fully approved, can the submitter dispose of the original backup documentation.

Backup documentation that must be submitted with the eCHECK Requests include, but is not limited to:

- Original invoice. *Sales orders, quotations, or vendor statements are not acceptable.*

- For Travel Advances, include a completed travel advance request form, copy of the conference/seminar brochure or other documentation to support the business trip and a justification for the amount requested.

- Payment for services to individuals, partnerships, attorneys, and medical service providers require a W-9 as part of the backup if not already on file with the Controller's Office.

Other instructions/approval requirements may be provided as necessary.

7.   APPROVAL FLOW

The Approval Flow lists the approvers required to process the check. All required approvals must be received before the check can be written. Checks will be processed at the close of business on the day that all approvals have been satisfied. Any checks requiring 'Enclosures' may be delayed if the enclosure is not submitted to Check Distribution in a timely manner.

Electronic approvals can be defined at the following levels**:**

I.   Account level

II.   Department level

III.   School/Division level (if needed - Medical)

IV.   Vice President (payments ≥ $50K; checks for Internal Distribution based on established rules)

V.   Controller's Office (1099 vendors/W-9 information)

VI.   Sponsored Programs Office

VII.   Disbursements Office

These levels must comply with approvals based on the following amounts:

Under $25,000:	Authorized account signers
$25,000 - $49,999:	Appropriate chairperson (Medical), Dean or designee
$50,000 or more:	Appropriate Vice President (designees are not allowed)

Payments that require Controller's Office approval:

- Payment for service or other Form 1099 payments to new payees or payees that do not have a current W-9 on file. "Current" is defined as being submitted in the last 12 months.

Payments that require Sponsored Programs Office approval:

- **All** payments that contact a charge to one or more grant/sponsored accounts (6XXXXX).

Payments that require Disbursements Office approval:

- **All** payments charged solely to a non-grant account.

- **All** payments using the Petty Cash payment type.

- **All** payments to a non-resident alien.

- **All** payments to a past or present employee.

8. SUMMARY

Provides a summary of the check requisition.

Attachments

To facilitate approvals, you must attach a file with the scanned image of the backup documentation. Click on the "attach" button at the bottom of the SUMMARY to attach the file.
NOTE: PDF is the preferred file type for all attachments.

Updated 08/10/2013